
Administration Committee
July 6, 2006

Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Dennis Washburn, Vice Chair, Calabasas. There was a quorum.

Members Present

Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Mikels, Judy	County of Ventura
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Washburn, Dennis	City of Calabasas
Young, Toni (Chair)	City of Port Hueneme

Members Not Present

Aldinger, Jim	City of Manhattan Beach
Bowlen, Paul	City of Cerritos
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Roberts, Ron	City of Temecula
Smith, Greig	City of Los Angeles

Administration Committee
July 6, 2006

Minutes

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Dennis Washburn, Vice Chair, Calabasas, called the meeting to order at 9:45 a.m.

2.0 ELECTION OF CHAIR

Toni Young, Port Hueneme, elected Chair. Election for Vice Chair to be held in September 2006.

3.0 PUBLIC COMMENT PERIOD

4.0 REVIEW and PRIORITIZE AGENDA ITEMS

Item 5.1.4 pulled for discussion.

5.0 CONSENT CALENDAR

5.1 Approval Item

5.1.1 Minutes of June 1, 2006

5.1.2 Aviation System Planning Grant Application to FAA

5.1.3 Approval of Cost Recovery Policy

5.1.4 Delegate Authority to Executive Committee to Approved Contracts as well as the Public Communications, Media Relations, and Public Affairs Contract in August 2006
Item was pulled for discussion.

Cheryl Collier, SCAG staff, provided the Committee with a brief historical summary, outline of the recruitment process, and current budget pertaining to the media relations contract.

5.1.5 Resolution #06-476-1 Authorizing SCAG to Accept FTA 5305 Grant Funds and Amend the SCAG Overall Work Program

Motion by Young to Approve Consent Calendar EXCLUDING Item 5.1.4, Seconded by Baldwin, then unanimously approved by the Committee.

Motion by Pettis to Approve Item 5.1.4, Seconded by Mikels, then unanimously approved by the Committee.

5.2 Receive and File

5.2.1 Purchase Orders/Contracts \$5,000 to \$250,000

Administration Committee
July 6, 2006

Minutes

6.0 ACTION ITEMS

6.1 Revised Stipend and Mileage Reimbursement Policy

The Committee asked that the policy be updated to include the counties and Tribal Nations.

Motion by Young approve with amendments, Seconded by Baldwin, then upheld by the Committee.

6.2 Additional Regional Council District in the CVAG Region

Council member Pettis requested a review of the population growth in the Coachella Valley for consideration of an additional regional council district in the CVAG region. Karen Tachiki, SCAG Legal Council, asked the Committee to refer the request to the District Evaluations Committee for a recommendation.

Motion by Young approve request, Seconded by Ovitt, then upheld by the Committee.

6.3 Budget Amendment for Regional Council Leadership Development Training Report approved as written.

Motion by Young approve, Seconded by Mikels, then upheld by the Committee.

6.4 KPMG Management Letter

Motion by Young approve, Seconded by Mikels, then upheld by the Committee.

6.5 Personnel Committee

6.5.1 Salary Survey Results

Rhonda Lawrence, SCAG staff, requested the Committee approve salary range adjustments under various class titles. The Committee recommended that the surveys are conducted more frequently.

Motion by Young approve, Seconded by Mikels, then upheld by the Committee.

6.5.2 Establish a Cafeteria Plan

Debbie Dillon, SCAG staff, reported that Personnel Committee approved and recommends the establishment of a cafeteria plan and to increase the monthly amount toward employee benefits by \$170, thusly, allowing a change in the active employees benefit level without impacting retirees.

Motion by Young approve, Seconded by Mikels, then upheld by the Committee.

Administration Committee
July 6, 2006

Minutes

7.0 INFORMATION ITEMS

7.1 Audit Committee Report

Lisa Taylor, Secretary, reported that the Committee reviewed:

- Revised Cost Recovery
- Status of Subregional Audits

7.2 CFO Report

Wayne Moore reported:

- Through May, expended 79% of the budget as opposed to the planned amount of 92%
- Over budget by more than 10% totals approximately \$75,000 on line items like hardware/software support and depreciation that were due to under budgeting at the beginning of the fiscal year, however, no significant issues; under budget overall.

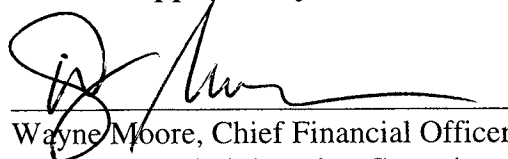
8.0 FUTURE AGENDA ITEMS

9.0 ANNOUNCEMENTS

10.0 ADJOURNMENT

Hon. Dennis Washburn, Vice Chair, adjourned meeting at 9:45am. Next meeting will be held at the SCAG offices on Thursday, September 14, 2006.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee